ARTS ORGANIZATION GUIDELINES



PROGRAM GOALS

The City of Ventura's Cultural Funding Grant Program, first developed in 1993, supports the following cultural goals as stated in the **2005 Ventura General Plan:**

- To support Ventura's cultural infrastructure of arts organizations and artists
- To ensure comprehensive access to and involvement in cultural opportunities by all segments of the community
- To support economic development and increase tourism
- To enhance lifelong learning opportunities in the arts for all ages

2021 GRANT INFORMATION

- This grant program is open to all Ventura-based nonprofit arts organizations. All organizations will be required to provide proof of their 501(c)3 status or that of their Ventura County fiscal agent(s).
- \$90,000 will be awarded on a competitive basis to nonprofit arts organizations, with grants ranging in size from **\$1,000 \$20,000** through a simplified application.
- Organizations whose annual budgets are less than \$10,000 are only eligible to request \$1,000 and <u>DO NOT</u> have to submit DataArts Project information.
- Organizations are required to submit financial information via SMU DataArts, www.culturaldata.org, unless their annual budget is less than \$10,000.
- Applicants are required to make a specific grant request. The request may not exceed 10% of an organization's annual budget.
- Grant funding will be recommended by a panel made up of: one Arts and Culture Commissioner, one visual artist, one performing artist/arts educator, one Ventura resident involved with the arts but not affiliated with any arts boards or arts organizations, and one outside grant funding expert.
- Once grant funding has been recommended by the panel and approved by the Arts and Culture Commision, appeals can be made in writing directly to the Parks and Recreation Department within 30-days of the grant approvals. A third party outside the Parks and Recreation Department will arbitrate the appeal, and that decision will be final. No grant contracts will be issued, and no grants will be awarded, until the appeal is finalized.

Eligibility Requirements

Organizations must:

- Be a Ventura-based nonprofit arts organization with 501(c)3 status or have a Ventura County fiscal agent with 501(c)3 status.
- Present, produce, or support arts or cultural programs as a major component of their mission.
- Be in compliance with all City codes, laws, and ordinances.
- Certify, by means of signature on the application, that they are not delinquent in repaying the City any debt, whether the debt arises from a tax, bill, loan, lease, or other financial obligation. Organizations with a delinquent indebtedness to the City are ineligible to receive funding through this grant.
- Be in compliance with the Americans with Disabilities Act and operate so as not to discriminate on the basis of race, religion, gender, sexual orientation, age, national origin, or disability.
- Have satisfied the requirements of any previously awarded Cultural Funding Grant from the City of Ventura, including completion of a final report.
- Provide proof that the organization maintains an ongoing liability insurance policy with a minimum of \$2 million aggregate, \$1 million per occurrence general liability coverage.

Restrictions

- Organizations that receive line item budgetary support from the City, independent of the Cultural Funding Grant Program are not eligible to apply.
- No grant funds may be used for the payment of any debt, debt interest or deficit reduction; commercial enterprises; any fines and penalties; building or remodeling of facilities, furniture or fixtures; lobbying any public agency or office; out of state travel; hospitality or food costs; placement of grant funds into trust, endowment or contingency funds; expenses for projects that have already been completed.

TIMELINE

November 19, 2020 Applications due by 12 pm (PST)

January 2021 Grant panel convenes

January 2021 Arts & Culture Commission review of panel recommendations

February 2021 Award letters mailed out

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GENERAL APPLICATION INSTRUCTIONS

- All applications must be typewritten in 11-point font or larger using the fillable pdf version of the application form.
- Do not use any staples, folders or notebooks in your application (paper clips are acceptable).
- · All materials must be single sided only.
- Do not include a cover letter.

REQUIRED MATERIALS

Submit one original of the following:

☐ Application with signature
☐ Proposal narrative
☐ Proposed budget projected to year-end 2021 (template provided)
☐ Last completed calendar year-end budget (audited financial statement)
☐ Proof of nonprofit status
☐ DataArts financial summary report
☐ Artistic sample list (template provided)
☐ OPTIONAL: 2-5 minutes video presentation to introduce organization

REQUIRED ARTISTIC SAMPLES

How to Submit Artistic Samples

You may submit your artistic samples as (1) hard copies, (2) digital files loaded onto a flash drive, or (3) digital files uploaded to a secure portal using the link provided by the City after you submit your application.

- Submit hard copies or digital storage devices with your application.
- If you choose the digital file upload option, you will receive an email with a secure link and instructions on how to upload files when your application is received. The deadline for uploading digital samples is Friday, Nov. 20, 2020 by 12 pm (PST).

Options for submitting various types of artistic samples

Videos, Audio Recordings

- Option I: Place the files on a flash drive; you must provide 6 flash drives, one for each panelist
- Option 2: Upload digital files to secure portal using the link provided by the City after you submit your application

Printed Materials, Photographs, and Images of Artwork

- Option 1: Place the files on a flash drive; you must provide 6 flash drives, one for each panelist
- Option 2: Upload digital files to secure portal using the link provided by the City after you submit your application
- Option 3: Submit hard copy versions with your application; you must provide 6 copies, one for each panelist

Literary Samples

Literary samples are limited to 5 type written pages of minimum 11 point type font.

- Option I: Place the files on a flash drive; you must provide 6 flash drives, one for each panelist
- Option 2: Upload digital files to secure portal using the link provided by the City after you submit your application
- Option 3: Submit hard copy versions with your application; you must provide 6 copies, one for each panelist

ADDITIONAL INFORMATION

Optional Video Presentation

Deadline for Upload: Friday Dec. 11, 2020 by 5 pm (PST)

Applicants may submit a 2-5 minute video presentation to introduce themselves and their organization to the panel. This video replaces an in-person presentation to the panel. Videos may only be submitted by digital upload using the secure link provided by the City upon receipt of your application.

Data Arts Instructions

The City of Ventura is working with SMU DataArts to utilize the Cultural Data Profile for the 2021 Cultural Funding Grant Program.

As part of the application process, applicants must complete the online Cultural Data Profile (CDP) and submit the financial summary generated by the CDP.

For organizations with budgets less than \$50,000, a shorter version of the Cultural Data Profile is available. This shorter version makes the data entry process faster and more equitable for small nonprofits.

To start your Cultural Data Profile, visit: www.culturaldata.org/get-started/

Of note: creating and updating your organization's Cultural Data Profile is an investment in time. This investment provides you with access to SMU DataArts as a resource for reporting your financial and programmatic information during the granting process.

Several resources are available to help you complete your Cultural Data Profile:

- SMU DataArts website: www.culturaldata.org
 - o Instructional Videos
 - o Data Literacy Courses
- SMU DataArts Support Center (see below)

o Toll Free: I (877) 707-3282

- o Email: help@culturaldata.org
- o Hours of Operation: Monday–Friday 6 am to 4 pm (PST)

SMU DataArts Orientation Training -OPTIONAL

When: November 3, 2020 Where: www.culturaldata.org

For questions connected to your Cultural Data Profile submission, please contact the SMU DataArts Support Center at I (877) 707-3282 or email help@culturaldata.org.

Application Receipt Deadline: Thursday, November 19, 2020 by I2 pm (PST)

There are 3 easy ways to submit your

grant application packet:			
I. MAIL packet to:	City of Ventura Attn: Kathryn Dippong-Lawson 501 Poli Street, Room 226 Ventura, CA 93001		
2. DELIVER packet in-person to:	Barranca Vista Center Attn: Kathryn Dippong-Lawson 7050 Ralston Street Ventura, CA 93003 • Tues., 11/17 from 3-5 pm		
	• Thurs. ,11/19 from 9 am-12 pm		
3. EMAIL packet to:	Kathryn Dippong-Lawson kdippong@cityofventura.ca.gov		

Please note: City Hall is currently closed. In-person delivery of packets is only available at the Barranca Vista Center on the dates and times listed above.

FOR QUESTIONS OR ASSISTANCE

Email Arts & Culture Section Supervisor Kathryn Dippong-Lawson at kdippong@cityofventura.ca.gov or call (805) 658-4720.



Application for General Operating Grants

Application Receipt Deadline: Thursday, November 19, 2020 by 12 pm (PST)

NAME OF ORGANIZATION:		
FEDERALTAX ID #:		
DUNS #:		
MAILING ADDRESS:		
CITY:	Z	<u> </u>
CONTACT PERSON:		
TITLE:		
PHONE NUMBER:	DAYTIME	EVENING
EMAIL ADDRESS:		
WEBSITE:		
("Applicant"), do hereby acknowledge conditions are acceptable, that I have to abide by, comply with, and accept the eligibility requirements, including	he authorized representative for this Cultural Fundinge that I have read the terms and conditions of this ve the legal authority to bind Applicant to the terms to full and complete responsibility therefore. I also very not having a delinquent indebtedness to the City, and correct, to the best of my knowledge.	application; that the terms and hereof, and Applicant agrees rify that the Applicant meets all
(0	ature) ted Name & Title)	
Year Organization Founded:		
Annual Budget for Past Year:		cone)
Amount of Grant Funding Reque	ested:	

PROPOSAL NARRATIVE

Please address the following evaluation criteria.

GENERAL OPERATING GRANTS

I) Organizational Mission Statement: (200 word maximum)
Please provide your Organization's mission statement and goals for the 2021 calendar year.



PROPOSAL NARRATIVE

Please address the following evaluation criteria.

GENERAL OPERATING GRANTS

2) Artistic Excellence/Merit – 25 points (Maximum 300 words)

Describe in detail your organization's programs and activities including artistic goals and philosophy. What makes your programs unique from other similar arts organizations in the area? Describe ongoing arts education programs, if any.



PROPOSAL NARRATIVE

Please address the following evaluation criteria.

GENERAL OPERATING GRANTS

3) Organizational & Fiscal Capacity – 25 points (Maximum 250 words)

Describe your administrative and governance structure, including numbers of staff and volunteers, and any changes in your operating budget. Describe your planning and fundraising process and the status of any long-range plans.



PROPOSAL NARRATIVE

Please address the following evaluation criteria.

GENERAL OPERATING GRANTS

4) Community Impact & Evaluation – 25 points (Maximum 400 words)

Describe your marketing and audience development strategies, including community impact and attendance figures. How have your programs grown or changed over time? How have you expanded your audience through collaboration with other organizations? How do you evaluate your success? Please note: detailed attendance and marketing outreach data must be included to quantify your community impact and reach.



PROPOSAL NARRATIVE

Please address the following evaluation criteria.

GENERAL OPERATING GRANTS

5) Cultural Diversity – 25 points (Maximum 250 words)

How does your organization define diversity? Describe your past efforts and future plans to expand the cultural diversity of your board, staff, and audience. List your board members.



PROPOSAL NARRATIVE

Please address the following evaluation criteria.

GENERAL OPERATING GRANTS

6) Current Organizational Budget

Please attach a copy of your current organizational budget, your proof of 501(c)3 nonprofit status or that of your Ventura County fiscal agent, and DataArts financial summary (if applicable).

City of Ventura 2021 Cultural Funding Grant Program

Art Organization Proposed Budget projected to year-end 2021



REVENUE	
Earned: specify (ticket sales, concessions, memberships, fees, etc)	
Contributed: specify (sponsorships, donations, grants)	
In-kind: specify	
Total Revenue	
EXPENSE	
Personnel	
Artistic	
Administrative	
Sub-total	
Production	
Supplies/Materials	
Facility Rental/Expense	
Equipment	
Marketing	
Other (specify)	
Total Expense	

City of Ventura 2021 Cultural Funding Grant Program

Artistic Sample

PLEASE NOTE: All electronic files must be labeled using the following format: your organization name, # corresponding to list below, and description.



Example: CityofVentura-I-ArtistInterviews
CityofVentura-2-StudentArtShow
CityofVentura-3-ArtShowBrochure

Applicant: _		

Med L B	lia (Audio,Video, iterary, Photo, rochure, etc.)	File Name	Description	Publication Date or Performance Date
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				